

**SECRET**

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010039-3  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 6 January 1955

FROM : Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

STATINTL

a. Depot: (continued item)

(1) A 100 KW broadcast transmitter was received at the [redacted] Depot from Project [redacted] which consisted of approximately 57,000 pounds of material. This transmitter will be picked up on stock records on allocation.

25X1

(2) The Packaging Section, in conjunction with [redacted] have developed an interior barrier protection for plastic dipped items so as to protect the plastic from puncturing or tearing during shipment. The barrier to be used consists of heavy fibreboard box made to fit a single unit. The manufacture of these boxes will be done at the Depot with a material cost of approximately 14¢ a box.

25X1A

STATINTL

b. Supply Training: (continued item)

(1) During this reporting period, two new employees of the Supply Division received briefing and orientation in the operations of the Planning Staff and Transportation Division.

(2) Four members of the Supply Division were scheduled to attend the TSS Item Familiarization Demonstration on 5 January 1955.

2. PROJECTS AND STUDIES IN PROCESS:a. Flex-O-Print Catalog: (continued item)

(1) Proof copy of Group 61 approved and publications will be ready for distribution 7 January 1955.

(2) Groups 74, 79, 80, and 81 and class 5935 are being photographed.

b. Maintenance Parts List: (continued item)

Negatives on seven MPL's were returned last week, proofed, and returned to Reproduction for printing.

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010039-3

STATINTL

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010039-3

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500010039-3

25X1C

*Done  
same  
minutes?*

(4) For some time Stock Management has been reviewing and analyzing items of Family Group I to determine if it would be feasible to use the Punch Card System for compiling Requirement and Asset studies and Stock Management feels that this system should be put into use. A meeting was held with Machine Records and they agreed to design the cards and machine procedure for the accomplishment of these studies and requested that Stock Management design the format of the desired reports.

g. Computation of Net Requirements (completed item)

Requisitions for the procurement of net requirements for the Fiscal Year 1955 have been completed. The total monetary value of these requisitions was \$140,832.44.

*what does this represent.*

3. OTHER ITEMS OF INTEREST

a. Rush Shipments: (continued item)

25X1A

Coordination was effected on the following rush shipments through [REDACTED] Three for EE Division; two for TSS; two for NEA Division; and one for SE Division.

b.

25X1C

c. Office of Communications Strategic Reserve Requirements: (continued item)

Specifications for Communications Strategic Reserve materials have been written. Arrangements have been made with Planning Staff, Graphics Unit, for the layout of printing specifications.

~~SECRET~~

d. Safe Files: (continued item)

Contact with Physical Security reveals that no definite work has been received relative to the outcome of the test conducted of the remodeled Herring-Hall Marvin safe.

e. Overseas Vehicles: (new and completed item)

Received complete inventory of vehicles for the [REDACTED]  
This report includes 610 vehicles. Reconciliation of this inventory will be accomplished as work load permits.

25X1A

4. MAJOR PROBLEMS:

None

*Are project vehicles included.*

5. MAJOR OBJECTIVES:

Refer to Supply Division memorandum dated 18 October 1954, for the "Quarterly Summary of Office Objectives."

[REDACTED]

25X1A

LO/SD/CS:DWW:dmg (6 Jan. '55)  
adeg

Distribution:

Orig & 5 - Addressee  
1 - SD official file

~~SECRET~~